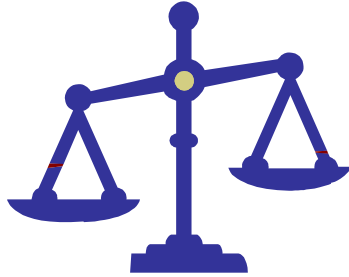


# COMPLAINT PROCEDURE



The City of West Lafayette has a formal procedure to respond to concerns covered under the City West Lafayette-Property Maintenance Code.

## **The Housing-Property Maintenance Code**

Includes the upkeep or regulations on the following:

- Property grounds
- Exterior of the structure
- Lighting
- Ventilation
- Dwelling limits
- Space requirements
- Plumbing system and fixtures
- Water system
- Sewage system
- Heating apparatus
- Electrical system
- Fire safety
- Exits
- Storage
- Fire resistance of structure
- Sanitary conditions
- Accessory structures

**For More Information Please Call:**  
**City of West Lafayette Department of Development**  
**775-5160**

**Note:** A lease is a legally binding contract between a tenant and a landlord. For any concerns you may have regarding the lease, please seek counsel from an attorney.

### **Before a complaint can be filed:**

1. If you are a tenant then you must inform your landlord of the problem and give them at least 10 days to respond before you can file a complaint.
2. All complaints must be submitted in writing.
3. A copy of our report will be sent to the owner and the complainant. If violations are cited, repairs must be made and a re-inspection date will be set.
4. We will continue to re-inspect the property until the conditions of the report are met. Owners may be assessed fees for additional inspections.

# Complaint Form

## City of West Lafayette Existing Housing Inspection Program

(Please Print)

Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address: \_\_\_\_\_ Apt. No. \_\_\_\_\_

Signature

Please describe the complaint in as much detail as possible. Include the location of the complaint, any specific measure such as temperature, numbers etc. Please use an additional piece of paper if necessary.

Please return to: **West Lafayette Department of Development**

**609 W. Navajo Street**

**West Lafayette, IN 47906**

[illegible]

For Office Use Only	
Rec'd by:	Date of Inspection_____ Inspector:_____
Date:	
Time:	_____ The complaint was not within the jurisdiction of the City of
Owner:	West Lafayette Department of Development.
Date Notification Letter:	_____ The complaint was valid and the following action was taken:
	_____ Violation Notice/Date of Notice:_____
Response Deadline:	_____ Other Explain:_____